

CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY) - SAFETY



Department of Corrections & Rehabilitation

OPEN – STATEWIDE

XP35 - 9872

7PB54

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION

This examination is administered by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

HOW TO APPLY

The Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Clinical Social Worker, (Health/Correctional Facility) – Safety is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

http://www.spb.ca.gov/jobs/exams/exam_start.htm

APPLICATION DEADLINE/ REQUIREMENTS

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she submits his or her application.

SALARY

As of October 20, 2008:

Salary for Adult Institutions (including the 3rd Day Visiting Program), Division of Adult Parole Operation, Division of Juvenile Justice, Board of Parole Hearings and Division of Correctional Health Services

Range P: \$5,551.00 - \$6,747.00 (This range applies to non-licensed Clinical Social Workers)

Range Q: \$5,971.00 - \$7,233.00

An additional bonus is offered as indicated below (as of January 1, 2007):

A pay differential of 3 percent of the base pay will apply to positions in the Division of Correctional Health Care Services, headquarters mental health management and policy development.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Benefit
- Long term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Professional education and training (five days per fiscal year)
- License or certificate renewal fee reimbursement (Actual cost)
- Continuing Education (18 hours per fiscal year)
- California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)

**POSITION
DESCRIPTION**

A **Clinical Social Worker (Health/Correctional Facility) - Safety**, under general direction in a State correctional facility or outpatient clinic, conducts responsible psychiatric social work with and on behalf of mentally, physically, or developmentally disabled persons and their relatives; maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property and does other related work.

Positions exist at various institutions and parole outpatient clinics statewide with the Department of Corrections and Rehabilitation.

**MINIMUM
QUALIFICATIONS**

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year, at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277 (e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.] **And**

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

**MINIMUM
QUALIFICATIONS
Continued**

Special Personal Characteristics: An objective and empathetic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics: Persons appointed to class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

Drug Testing- Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**EXAMINATION
PLAN**

This examination will consist of an online Training and Experience Evaluation weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the examination. See section titled "How to Apply" for information on where to take the Training and Experience Evaluation.

Training and Experience Evaluation -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work
2. Psycho/social aspects of mental and developmental and physical disabilities
3. Community organization principles
4. Scope and activities of public and private health and welfare agencies
5. Characteristics of mental, developmental, and physical disabilities
6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields

B. Ability to:

1. Utilize and apply effectively the required technical knowledge
 2. Establish and maintain the confidence and cooperation of persons contacted in the work
 3. Secure accurate psycho/social data and record such data systematically
 4. Prepare clear, accurate, and concise reports
 5. Work family and community agencies in preparation for discharge
 6. Develop and implement programs
 7. Provide professional consultation
 8. Analyze situations accurately and take effective action
 9. Communicate effectively
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**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

**VETERANS'
PREFERENCE
CREDITS**

Veterans' Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Veterans' Preference: California law allows the granting of Veterans' Preference Points in **Open Entrance** and **Open, Non promotional Entrance** examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION – (916) 322-2545

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

www.cdcr.ca.gov